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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Classification & Wage Division

SUBJECT: Request for T/O Revision

DATE: 5 May 1951

1. Reference is made to (a) attached memo from Procurement Office requesting establishment of GS-11 Administrative Officer position, (b) memo from this office requesting T/O change of Administrative Officer GS-9 to Administrative Officer GS-11, dated 19 April 1951.

2. It will be noted that current T/O provides for Administrative personnel GS-9 and GS-6; proposed T/O will provide for addition of one position in the Office of the Chief in accordance with recommendation of Procurement Office Management Survey, dated 20 March 1951. Attached memo from Procurement Office indicates this slot may be obtained by deletion of one Stores Laborer CPC-3 position.

3. Classification survey of positions concerned indicates the following grades are in order:

Administrative Officer	GS-11
Administrative Assistant	GS-7
Secretary (Stenography)	GS-5

4. It is requested that these positions be placed on the Procurement Office T/O in the Office of the Chief, and positions numbers 4 and 5 (Administrative Asst. GS-9 and Secretary-Steno GS-6) be deleted.

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 25X1 ASSX DECLASS / CLASS CHANGED TO: TS S C RET. J
 NEXT REV DATE 1987 REV DATE 19/5/99 REVIEWER _____ PEDC
 IO. PGS 2 CREATION DATE _____ ORG COMP 33 OPI 32 ORG C
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

CONCURRENTEE:

Chief, Procurement Office

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Comptroller
8 May 51

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